



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY GARRISON  
BLDG 237, B AVE, P.O. Box 105021  
FORT IRWIN, CA 92310-5000

IMNT-ZA

APR 14 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center  
Policy #9, Installation Access Control on Fort Irwin

1. References:

a. AR 190-13, The Army Physical Program 25 February 2011

2. Purpose: To establish an installation policy for access to Fort Irwin.

3. Applicability: This policy applies to all personnel entering and residing on Fort Irwin.

4. Policy: Installation access control is a critical aspect of the installation security program. Access control measures are employed to protect personnel and resources and to enhance the security posture of NTC and Fort Irwin. In accordance with the references (a) the Installation Commander is responsible for establishing and maintaining an Access Control Program to ensure only authorized individuals enter the installation.

a. All personnel accessing the installation will demonstrate a valid purpose for entry, be favorably vetted and present a valid government issued form of identification.

b. CAC holders and military ID card holders (retirees, dependents, reserve, national guard etc.) have an inherent official purpose for installation access. Visitors, contractors, and vendors will have their need for installation access verified (e.g. verification by an installation affiliated sponsor, approved access roster, bill of lading, visitor pass request etc.).

c. All persons will be vetted prior to being granted access. Vetting is the process of investigation someone in order to determine their fitness for entry onto installation (e.g. trustworthiness). Vetting is an automated process conducted at either Visitor's Information Center (VIC) or the Installation Access Control Point (IACP) utilizing information available from law enforcement data bases. Vetting queries which generate derogatory information (e.g. gang affiliation, felonies, warrants, etc.) will be referred to the Provost Marshal's Office (PMO) for access determination.

IMNT-ZA

SUBJECT: United States Army Garrison, Fort Irwin and the National Training Center Policy #11, Installation Access Control on Fort Irwin.

d. Persons between the ages of 15-17 (when not accompanied by a parent or guardian) and all others age 18 years of age or older who request access to the installation, must show a valid form of state or federally issued photo ID. All forms of ID used for entry must contain a valid expiration date (except military retiree ID card). The photo and information must match the person presenting it and not show any signs of alteration or mutilation. All identification cards shall be surrendered for a "hands-on" visual inspection. This will require patrons to remove IDs from any container or wallet for inspection. IDs which appear to be forged or tampered with will be confiscated by access control/security personnel. If persons arrive without a valid form of photo ID, they will not be allowed access. Persons on the installation are not allowed to telephonically "vouch" for the identity of someone without ID. If the person is a valid ID card holder and the ID card is on the installation (work or home) the Police Desk may provide escort. Valid forms of identification are as follows:

- (1) Military ID (active, reserve, National Guard, depended, retiree)
- (2) DOD CAC
- (3) State issued drivers license
- (4) State issued ID card
- (5) Civilian Identification Card (DA Form 1602)
- (6) US Passport
- (7) Foreign Passport of ID (prior coordination with PMO required)

e. Visitors, contractors, and vendors will be issued a pass. Passes may be issued up to 30 days. The issuance of a pass precludes persons from repeating the vetting process.

5. The proponent for this policy letter is the Director of Emergency Services at 380-1258.

  
JONATHAN P. BRAGA  
COL, SF  
Commanding